

CIRCULATION SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty conducting business management and bookkeeping duties of the circulation business unit of the Navajo Times newspaper; works within established procedures entering data, preparing summary statements, checking forms for completeness and accuracy; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Prepares and verifies subscriber and carrier information in support of various standard accounting entries, data input or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles subscriber and carrier records with accounting system; makes necessary corrections; oversees and monitors circulation of newspaper; maintains subscriber renewal notices.

Reviews reports to identify and trace source of error and makes necessary corrections; performs research to locate subscriber input errors; maintains records pertinent to newspaper circulation procedures such as records of accounts payable/receivable; compiles numerical and statistical information for report purposes; processes specialized information, reports and forms into financial system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, federal, state, local laws and ordinances in regards to running a newspaper.
Knowledge of bookkeeping practices and principles.
Knowledge of public relations and customer service principles, practices and techniques.
Skill in preparing/maintaining accurate records, reports and files.
Skill in basic mathematical computations and record keeping.
Skill in utilizing computer database for researching, maintaining and updating records and files.
Skill in establishing and maintaining effective relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A high school diploma or GED, supplemented by courses in bookkeeping and accounting; and three (3) years of responsible newspaper circulation, bookkeeping and clerical accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.